



## **EXECUTIVE COMMITTEE**

### **DRAFT MINUTES**

**Monday, March 11, 2002**

**Department of Information Technology Executive Conference Room**

**2:00 – 4:00 p.m.**

#### **ATTENDANCE:**

##### **Members:**

Ray Davis (Department of Game and Inland Fisheries); Bruce Gordon (Department of Information Technology); Jerry Simonoff (Department of Technology Planning); David Sullivan (City of Virginia Beach)

##### **Staff:**

Jenny Wootton (Department of Technology Planning)

##### **Presenters, Guests, and Representatives:**

Paul Lubic (Department of Technology Planning); Kenneth Lyons (WorldCom); Dan Ziomek (Department of Technology Planning)

##### **Members Absent:**

Secretary of Technology George C. Newstrom; Cheryl Clark (Department of Motor Vehicles); Chip German (University of Virginia); David Molchany (County of Fairfax)

# MEETING OBJECTIVES

The objectives of the Executive Committee meeting are: (1) To discuss the draft issues paper; (2) To discuss the proposed Workgroup framework; and (3) To agree upon a uniform reporting process for COTS Workgroups.

# WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Wootton called the meeting to order at 2:10 p.m., and thanked everyone for coming. Due to the lack of a quorum, no official business could be transacted.

# APPROVAL OF MINUTES

The Executive Committee reviewed the minutes from the February 11, 2002, meeting and deferred action to the next meeting. The draft minutes will be posted to the website pending further approval.

# WORKGROUP CHARTERS AND REPORTING

Jerry Simonoff introduced the proposed Workgroup Charter Template and the proposed Workgroup Reporting Template for consideration. Mr. Simonoff noted that the Dashboard tool that is being developed to track and report major projects in the Commonwealth is not a good fit for Workgroup reporting. The Dashboard employs management-by-exception principles, whereas most COTS Workgroups are more context-oriented. The challenge is to capture the content in a succinct form to allow for coordination. Dan Ziomek (DTP) and Ms. Wootton developed the charter template based on best practices. The reporting template is based on the charter and encourages brief responses.

The charters and reports will be available for viewing by COTS Executive Committee, the Council, and the public. The Workgroup reports do not replace the minutes, which are statutorily required for every meeting. Some of the items in the minutes could be cut and pasted into the report as appropriate.

David Sullivan said the Freedom of Information Act (FOIA) calls for reporting and accountability. Mr. Sullivan appreciates getting detailed minutes as it lends an eye into the discussions and allows him to catch up in the event he missed a meeting. In terms of accountability, the Workgroup reports allow the Workgroups to present work to date and

understand expectations.

## COTS ISSUES AND PRIORITIES

Mr. Sullivan suggested taking an enterprise approach and tying activities to the COTS Enterprise Architecture Workgroup. Which comes first—the definition of the enterprise architecture or the initiatives? Mr. Sullivan recommended that all initiatives should be tied to the enterprise or big picture, and let eGovernment flow out of that. Mr. Simonoff said that technology is not the only arena facing questions of process vs. product. Maintaining the balance is difficult. The three enterprise architecture domains that have been completed (Security, Middleware, and Networking) are critical to the *MyVirginia* PIN effort. A product may be needed to do the underlying process—a synergistic relationship.

Mr. Sullivan described the evolution of architecture in the City of Virginia Beach. Virginia Beach went from no man's land to rough guidelines to specific templates to management by traditional information technology structure to content management. Personalization is difficult and was moved to a later phase. The tension arising from process vs. product is good tension. The City is currently leaning toward process, and Mr. Sullivan expects more equilibrium in the near future.

Mr. Simonoff noted that enterprise architecture can be business-neutral and work in a decentralized environment. Virginia Beach has a tight look and feel to its web presence, which was a conscious decision. The state is less concerned about look and feel as it is with interfacing with state and local systems—providing integrated, seamless services.

Mr. Sullivan said Virginia Beach is having discussions with the Virginia Beach Circuit Court, a local entity that is struggling with its website and whether it should conform to the City's standards. Similarly, the state has stronger controls over executive agencies, and little to none over judicial, legislative, and independent agencies. Mr. Davis said that the balance between being cutting edge and delivering a product on time is a difficult dynamic to manage.

The Executive Committee suggested distributing the draft issues paper to the Executive Committee once it has been synthesized and edited. Mr. Simonoff said that the existing draft identifies the key issues.

## NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

No new business was introduced.

# ADJOURN

Ms. Wootton adjourned the meeting at 3:10 p.m. and thanked everyone for coming.

## **Next Meeting:**

April 15, 2002

1:00 – 3:00 p.m.

Department of Information Technology Executive Conference Room

Respectfully submitted,

Jennifer L. Wootton

Executive Director